

POOL RENTAL RESERVATION FORM

CITY OF LONGVIEW P.A.R.D. - PO BOX 1952 - LONGVIEW, TX 75606 - **903-237-1270**

RESERVATION DATE:

TIME:

RESERVATION CONTACT:

MAILING ADDRESS:

ZIP:

PHONE:

FAX:

EMAIL ADDRESS:

TYPE OF ACTIVITY:

POOL:

RENTAL RATE (\$50/HR):

(2 HOUR MINIMUM)

GUARD FEES

(\$11/GUARD/HR):

OF PARTICIPANTS:

USE OF SLIDE (\$22/HR):

REFUNDABLE DEPOSIT: \$100.00

FULL REFUND PROVIDED THAT APPLICANT MEETS ALL
REGULATIONS OF RENTAL CONTRACT

TOTAL:

PLEASE NOTE: ****\$25.00 OF THE RESERVATION FEE OR THE POOL RENTAL DEPOSIT WILL BE RETAINED BY THE PARKS AND RECREATION DEPARTMENT IF CANCELLATION OF THE POOL RENTAL IS NOT MADE THREE (3) WORKING DAYS (MONDAY - FRIDAY 8 - 5) PRIOR TO THE SCHEDULED EVENT.

- **THIS RESERVATION SHALL NOT BE CONSIDERED CONFIRMED UNTIL PARD HAS RECEIVED A SIGNED COPY AND ALL FEES.**
- PLEASE ALLOW 4 - 6 WEEKS FOR REFUNDS
- MAKE CHECKS PAYABLE TO: CITY OF LONGVIEW
- IT SHALL BE THE RESPONSIBILITY OF THE PERSON SIGNING THE RESERVATION APPLICATION TO COMPLY WITH, AND TO ENFORCE, ALL PARD RULES AND REGULATIONS. VIOLATION OF RULES AND REGULATIONS SHALL BE GROUNDS FOR FORFEITURE OF DEPOSIT.
- RESERVING PARTIES ARE RESPONSIBLE FOR SET-UP AND CLEAN UP UNLESS OTHER ARRANGEMENTS ARE MADE.
- THE POOL WILL BE CLEARED 10 TO 15 MINUTES BEFORE THE END OF YOUR RESERVATION TO ALLOW TIME FOR CLEAN UP AND FOR ALL PATRONS TO EXIT THE FACILITY.

Signature of Applicant

Date

PARD Representative

Date

***** OFFICE USE ONLY *****

RECEIVED BY:

DATE:

METHOD OF PAYMENT: ☐ Cash ☐ Check# ☐ Visa ☐ Mastercard

Credit Card Number:

Exp. Date: